



SIDE LETTER

This SIDE LETTER is entered by and between the Mt. San Antonio Community College District (District) and the Faculty Association. This SIDE LETTER shall not be deemed precedent-setting and shall not be construed as an admission of any wrong-doing or liability by either party to this SIDE LETTER.

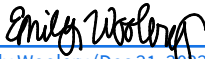
The intent of this side letter is to allow the Non-Instruction Remote Work pilot study to continue through the end of the fall 2023 semester.

Non-Instruction Remote Work

1. This side letter allows the Non-Instruction Remote Work pilot study to continue during the terms of the winter 2023 intersession, spring 2023 semester, summer 2023 intersession, and fall 2023 semester. Any days worked in between these terms are also covered by this agreement.
2. Counseling professors, library professors, and instruction specialist professors in credit and noncredit may participate in a pilot effort to define, review, and develop standards and parameters for online services. The purpose of the pilot is to define an online workload per Article 10 of the collective bargaining agreement. Up to 50% of professors may be approved to participate in this pilot effort. Additional professors beyond 50% may be approved to participate on a case-by-case basis. The supervising administrator over the unit will review and approve participation in the online services pilot.
3. Participating professors will have up to 20 hours per workweek that they can be assigned to perform online services remotely. For the purposes of the pilot, online services may include but are not limited to online appointments, online drop-in sessions, online workshops, email services, college department, and college meetings. Professors may choose to perform these duties either remotely or on campus.

4. Professors approved to participate in the pilot effort will be required to provide data including, but not limited to, hours and activities such as numbers of educational plans completed (counseling), length of appointment times, length of drop- in sessions, scheduled show rates for appointments and workshops, numbers in attendance (workshops & orientations), hours participating in department and other college meetings, and surveys of students' modality preference and experience with online services.


ACCEPTED AND AGREED TO:


[Emily Woolery \(Dec 21, 2022 11:35 PST\)](#)

Emily Woolery
President, Faculty Association

Dec 21, 2022

Date


[Sokha. Song \(Dec 21, 2022 20:42 CST\)](#)

Sokha Song
District Lead Negotiator, Mt San Antonio College

Dec 21, 2022

Date